

Mentor Action Day Planning Worksheet

October, 13th, 2006

Date: February 14th, 2007

Time: Half day

Facilities: Palmer Commons, (secured)

Materials: TBD

Speakers: TBD

Presenters: Marge Calarco, Marietta Van Buhler

Identification of Invitees: Currently have 26 self-identified mentors, and 22 nominated (Goal is 40-50)

Communication to Invitees: Administrative staff will connect with nominees the week of December 11th.

Confirmation of Invitees: Administrative staff deadline to nominees is currently 1/11/07

As taken from the Program Design Handout -- **MENTOR ORIENTATION AND TRAINING**

- A. The program orientation/training for mentor outlines the program and includes the following information:

Program Component	Lead/ Action Items
1. Program overview how it came to be -- grant, (grant vs. framework.)	Lead: Action Items:
2. Program description and purpose (as detailed in grant)	Lead: Action Items:
3. Briefly introduce CPDM purpose -- professional development	Lead: Action Items:

Mentor Action Day Planning Worksheet

October, 13th, 2006

Program Component	Lead/ Action Items
<p>4. Program benefits and rewards. (Contributes to Mentors own professional development – feedback into their own framework and/or Professional Development File)</p>	<p>Lead: Action Items:</p>
<p>5. Description of mentor and mentee roles, responsibilities and expectations</p>	<p>Lead: Action Items:</p>
<p>6. Description of eligibility requirements</p>	
<p>i. Mentees: CareerXel, Competed Mission Statement and Action Plan, (basis for mentoring relationship goal setting)</p>	<p>Lead: Action Items:</p>
<p>ii. Mentor: Registration, (on-line or paper form) + submission of electronic Resume or CV, MAD training, and completion of Cultural Competency module</p>	<p>Lead: Action Items:</p>
<p>7. Discussion regarding building a healthy mentoring relationship. (Starts with Mentor Statement of Understanding – available on-line)</p>	<p>Lead: Action Items:</p>
<p>8. Identify and agree to goals, time frame, (depends on goals), & communication boundaries.</p>	<p>Lead: Action Items:</p>

Mentor Action Day Planning Worksheet

October, 13th, 2006

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9. Establishing appropriate boundaries. (Guide - not a parent)	Lead: Action Items:
10. Guidelines regarding confidentiality, risk and liability management.	Lead: Action Items:
11. Communication skills. (listening – worksheet with examples & exercise)	Lead: Action Items:
12. Planning activities, (suggested activities available on-line). Actively seek to include in networking events, etc.	Lead: Action Items:
13. Support services available to Mentor: information referral and support services, (CPDM, CareeRxel program,), general career development information, introduction of on-line web site, recommended resume and CV formats, and resources also provided on-line.	Lead: Action Items:
14. Adverse events, unexpected situations, and mentor relationship difficulties - problem-solving resources; Career Coach as Mentor Coordinator/Advisor	Lead: Action Items:

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October, 13th, 2006

Program Component	Lead/ Action Items

15. Match closure procedures. Exit evaluation form, (on-line)	Lead: Action Items:
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- B.** There is an acknowledged need for a modified training program for special case/situational mentoring that may fall outside the scope or time frame of the annual Mentor Action Day